

EDITED KSA LISTING

CLASS: SUPERVISING COOK II, CORRECTIONAL FACILITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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	Knowledge of:
K1	Advanced knowledge of the principles, procedures and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in various quantities to ensure quality services are provided in the food service operation.
K2	Advanced knowledge of kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment and food areas to ensure quality services are provided in the food service operation (i.e., HACCP).
K3	Expert knowledge of safe food handling procedures to ensure prevention of food borne illnesses, cross contamination, safety hazards in a correctional food service operation.
K4	Intermediate knowledge of food values as well as nutritional and economical substitutions within food groups to provide a nutritionally balanced/adequate diet to the ward population.
K5	Advanced knowledge of food accounting usage in order to ensure adequate food supply and recommended daily allowance are in compliance with laws rules, regulations and Federal Breakfast and School Lunch Program.
K6	Intermediate knowledge of food and equipment purchasing/requisitioning to ensure the efficient operation of the food service program.
K7	Intermediate knowledge of training methods to provide direction to food service staff and wards to ensure the safe and efficient operation of the food service program.
K8	Intermediate knowledge of the principles of supervision to successfully manage all aspects of the food service program.
K9	General knowledge of laws, rules and regulations governing supervision of wards, including disciplinary actions, wards grievance, and incentive programs to ensure compliance with penal codes, Title 15, YAM, etc.
K10	Basic knowledge of the Department's Equal Employment Opportunity Program objective to effectively direct staff.
K11	Basic knowledge of the Department's Equal Employment Opportunity Program objectives and the processes available for supervisors to effectively meet those objectives.
K12	Basic knowledge of computer usage (e.g. hardware, software programs, etc.) to maintain accurate records, communicate effectively and contribute to the department's needs.

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	Skill to:
S1	Skill in judging food quality to ensure healthy food products for consumption.
S2	Skill in preparation and appropriately cook all food groups to ensure nutritious meals are served to the ward population.
S3	Skill in planning, organizing, and directing the work of others to ensure quality food services are provided.
S4	Skill in preparing reports and record keeping to provide information and documentation to ensure compliance with various policies, procedures, laws and regulations.
S5	Skill in keeping inventories and making requisitions to provide information and documentation to ensure efficient operation of the food service program.
S6	Skill to safely use appropriate food service equipment in order to prepare, cook, dispense, and serve food to the ward population.
S7	Skill in determining food quantities necessary for groups of varying sizes to ensure the efficient operation of the food service program.
S8	Skill to direct the preparation of special diets to ensure those wards that have documented needs to receive adequate, appropriate diet.
S9	Skill to plan food production schedule to ensure timely feeding, palatability and safety of food served to the ward population.
S10	Skill in planning and conducting training to provide direction to food service staff and wards to ensure the safe and efficient operation of the food service program.
S11	Skill in analyzing situations accurately and taking and/or recommending an effective course of action to ensure the safe and efficient operation of the food service program.
S12	Skill to communicate effectively in order to provide direction to food service staff and wards.
S13	Skill to effectively contribute to the department's Equal Employment Opportunity Program objectives to create and maintain a fair and equitable work environment.
S14	Skill in the usage of computers and/or software programs to maintain accurate records, communicate effectively and contribute to the department's needs.

	Special Personal Characteristics:
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Bold text-indicates not on Classification Spec.

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SPERC1.	Sympathetic understanding and willingness to work with the ward population of a State correctional facility in order to gain their cooperation and respect to effectively perform the required duties of a Supervising Cook II, CF.
SPERC2.	Supervisory ability to direct, motivate, and instruct food service staff and ward workers and others in accordance with the policies and procedures of the Department of Corrections and Rehabilitation in order to maintain the safety and security of the correctional facility.
SPERC3.	Maintain personal cleanliness and freedom from communicable diseases in order to ensure the health and safety of food service staff, ward population and others to effectively perform the required duties of a Supervising Cook II, CF.
SPERC4.	Good sense of smell and taste in order to ensure quality meals are provided in the food service operation of a correctional facility.

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	Special Physical Characteristics
SPHYC1.	Reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising his/her health and well-being or that of their fellow employees or wards.
SPHYC2.	Assignments include supervision and sole responsibility of wards in a facility and/or including remote areas and the protection of personal and real property to meet the needs of the food service operation and mission of the Department.